

**HABITAT.
WE BUILD.**



Office Volunteer Position Description

Office volunteers assist with all the behind-the-scenes work that goes into building our homes.

Position Tasks: *Tasks may vary depending on what we have going on.* Specific tasks may include, but are not limited to, data entry, filing, shredding, organizing, answering phones, and copying. Additionally, any other skills and interests you would like to share are always appreciated.

Qualifications: No qualifications necessary! We are happy to teach any new skills you may need.

Shifts: Typical office volunteer hours are Monday through Thursday, 10:00AM – 12:00, and 1:00PM – 3:00. Please contact our office to schedule a shift, and please let us know if you are unable to make it! We can usually work with your schedule as well.

Training Required: Volunteers must attend an orientation, fill out our Volunteer Waiver form, and watch a short safety video. Any other training will be provided as needed.

As A Volunteer: Be prepared to

- Meet new friends
- Learn new skills
- Make a difference in your community!